

EFFECTIVE

April 1, 2017.

Subject(s)

1. Refugee Assistance Program.
2. Timeliness of verifications.
3. Telephone interviews at redetermination.
4. Age verification requirements.
5. Emancipated.
6. Medicaid (MA).
 - BAM-120, Medical Services Administration (MSA) / Michigan Department of Health and Human Services (MDHHS), coordination.
 - BEM-100, Introduction.
 - BEM-101, Medicaid desk aids.
 - BEM-105, Medicaid overview.
 - BEM-150, Cases transferred to Supplemental Security Income Terminations (SSIT).
 - BEM-164, Extended-Care.
 - BEM-405, Medicaid Divestment.
 - BEM-503, Income, unearned.
 - BEM-536, 540, 541, 546, Group 2 and SSI-related budgeting.
7. Miscellaneous.

**1) Refugee
Assistance
Program****BEM 230C****RCA**

Updates were made to the Refugee Contract Providers chart, including changing Lutheran Social Services to Samaritas, and adding Kalamazoo and Genesee counties as primary counties.

Added clarification that for Refugee Cash Assistance (RCA) mandatory participants who reside in counties that do not have a primary refugee contractor, the individual will be automatically referred via the One Stop Management Information System (OSMIS) to the one-stop service center serving the client's area.

Reason: Contract change, policy clarification.

BEM 233C

RCA

Updated policy language regarding mandatory participants and removed references to Family Independence Program (FIP) policy requirements.

Reason: Policy clarification.

BAM 115

RCA & RMA

Added legal citation for both RCA and Refugee Medical Assistance (RMA).

2) Timeliness of Verifications

BAM 130

FIP, SDA and RCA

Note: For FIP, State Disability Assistance (SDA) and RCA, if the client contacts the department prior to the due date requesting an extension or assistance in obtaining verifications, the specialist may grant an extension to the verification checklist (VCL) due date.

Reason: Policy clarification.

**3) Telephone
Interviews at
Redetermination****BAM 210****FIP Only**

The local office may exempt a relative caretaker or unrelated caretaker ineligible grantee and dependent child member adds from the FIP interview requirements.

Reason: Policy consistency.

**4) Age Verification
Requirements****BEM 240****FIP Only**

Verify a dependent child's age.

Verification sources was updated to add the birth registry as verification of a dependent child's age.

Reason: TANF Single Audit citation.

5) Emancipated**BEM 210****FIP**

Verify emancipation of a child under age 18.

Reason: Policy update.

**6) MSA/MDHHS
Coordination****BAM 120**

MI Health Link information has been added.

Reason: Local office information.

Introduction**BEM 100**

Added email address for eligibility policy. Updated department name. The eligibility policy mailbox through MSA has been

available to local office staff for policy interpretations but was not widely known.

Reason: Local office information, clarity.

MA Desk Aids

BEM 101

References to obsolete programs have been removed.

Medicaid Overview

BEM 105

Added Flint Water Group to Medicaid categories.

Cases Transferred to SSIT

BEM 150

A redetermination/ex parte review is required for a Supplemental Security Income Terminations (SSIT) case closure.

Reason: Policy clarification.

Extended-Care

BEM 164

For Extended-Care Medicaid patient pay offsets, if a long term care applicant (LTC) requests an offset of their patient pay to cover old medical bills the medical expense(s) must be incurred in the three months prior to the initial application for LTC and must be reported prior to the first LTC redetermination following initial LTC eligibility .

Medicaid Divestment

BEM 405

Added the 2017 penalty amount to MA divestment.

Income, Unearned**BEM 503****All Types of Assistance**

Insurance payments that are specifically made as reimbursement for incurred medical expenses are excluded as income and as assets.

Added health reimbursement arrangements/accounts to a common source of such payments.

MA Only**Verification Sources**

Verification sources include an award letter from the Veterans Administration (VA). The letter may be dated up to 18 months prior to the application or recertification.

Contact with the VA which breaks down the amounts of the VA payments if the breakdown is not included on the letter. The breakdown amounts may be written on the award letter.

**Group 2 and SSI-
related budgeting****BEM 536, 540, 541, 546**

Increase in guardian/conservator income deduction. New monthly deduction is \$83.00.

Reason: Comply with PA 268 of 2016, section 1606.

7) Miscellaneous**BAM 315 and 316**

Updated the Employee Handbook to the Administrative Policy Manual.

BAM 600

A DHS-1216-AP, Request for Attorney General Representation, must be completed if a client will be represented by an attorney at the hearing. Submit the completed DHS-1216-AP form to the Bureau of Legal Affairs (BLA) at MDHHS-AGrepresentation-AP@michigan.gov at the earliest of:

- The date that the DHS-3050, Hearing Summary, is sent to MAHS, or
- Within 24-hours of learning an attorney will be representing the client, where the DHS-3050 has already been sent to MAHS.

BAM 802

Added acronyms and corrected minor spacing issue.

BAM 807

Added reference to BAM 117.

BEM 261**SDA**

Added AIDS as a special diagnosis.

BEM 166, 401, 615

Updated DCH and BCAL references and made other minor grammatical changes.

BEM 245**FIP**

In the Initiating the Attendance Compliance Test section, the form title, FIP Student Attendance Compliance Test, was added to the form MDHHS-5443. Also, the Verification Checklist form number was updated to DHS-3503-F.

**MANUAL
MAINTENANCE
INSTRUCTIONS****Changed Items ...**

[BAM 115](#)
[BAM 120](#)
[BAM 130](#)
[BAM 210](#)
[BAM 315](#)
[BAM 316](#)
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